

## **APPOINTMENT PROCESS**

A Governing Board governs each school district. The Governing Board shall prescribe and enforce policies and procedures for the governance of the schools, not inconsistent with law or rules prescribed by the state board of education. A.R.S. §15-341 through § 15-350 (Article 3)

When a vacancy occurs on a school governing board, the County School Superintendent is required to appoint a board member. The steps for the appointment process are as follows:

- The County School Superintendent's office receives a letter of resignation, or notice of a vacancy.
- The County School Superintendent sends a certified letter of acceptance of the resignation to the Board member.
- The Superintendent's office publishes a news release to notify the district Superintendent and media of the vacancy.
- The media notifies the public by publishing the news release in the newspaper.
  - ✓ Prospective candidates must then submit a letter of interest to the County School Superintendent not before the vacancy is officially opened and no later than the closing date listed in the news release. He or she may also submit a resume and letters of community support.
  - ✓ This process continues by receiving and screening applications for the vacant governing board seat.
- A person who is a registered voter of this state and has been a resident of the school district for one year immediately preceding the day of election is eligible for appointment to the office of governing board member. No employee of a school district or the spouse of such employee may hold membership on a governing board of a school district by which such employee is employed. A.R.S. § 15-421
- A panel interviews the applicants; the panel then submits a recommendation to the County School Superintendent, Dr. Sandra E. Dowling and the Deputy Superintendent, Ben Arredondo for the appointment.
- The County School Superintendent then makes an appointment.
- All candidates, as well as, the district Superintendent, the Governing Board president and the media are then notified of the County School Superintendent's selection.
- The appointee to the school board is sworn in and presented a certificate of appointment along with the oath of office by the County School Superintendent.
- The appointee completes the term until the next general election.

For further information on Governing Board, see the [Frequently Asked Questions](#) listed under "Governing Board Elections"